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Nutrition Center for Training and Capacity Building, NCTCB

NCTCB
NUTRITION CENTER FOR TRAINING AND CAPACITY BUILDING
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بسم الله الرحمن الرحيم

Nutrition Center Profile

The *Nutrition Center for Training and Capacity building* NCTCB (ALTGHZEA Center). is a non-governmental initiative and state of the art training facility. It's a space dedicated to nutrition workforce development where they can gather, collaborate, and learn. The NCTCB brings together a wealth of training materials and resources from across the Globe for all training, research and continued professional development needs. The NCTCB will provide access to quality training for individuals and institutions at international standards through the use of relevant technologies and methodologies.

A. Mandate and Mission

To pursue, excel and maintain outstanding leadership role in the quest for nutrition knowledge by way of quality capacity building, consultancy and innovative professional training that contribute to development of the nutrition workforce and institutions (governmental, INGOs, NGOs, private sector) in the country. NCTCB is committed to provide optimal, cost effective, evidence-based nutritional capacity building plans and programs.

B. Values

Our Values of Integrity, Respect, Responsibility and Pioneering are the simple statement of who we are, and they govern everything we do. NCTCB is doing business with integrity and with respect for all those with whom it interacts

C. The Code of Business Principles and Ethics

NCTCB provides basic and advance *professional training* for individuals and institutions that will develop their competency to meet labor market needs in the local, regional and globally competitive environment. Perform *professional services* including *research projects and consultancy services* (project proposals project design and execution, Desk/Field surveys other assignments).

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1. Standard of Conduct

NCTCB conduct its functions with honesty, integrity and openness, and with respect for the human rights and interests of our employees and clients. We shall similarly respect the legitimate interests of those with whom we have relationships.

2. Obeying the Law

NCTCB and employees are required to comply with the laws and regulations of the government of the Sudan.

3. Employees

NCTCB is committed to a working environment that promotes diversity and equal opportunity and where there is mutual trust, respect for human rights and no discrimination. We will recruit, employ and promote employees on the sole basis of the qualifications and abilities needed for the work to be performed. We are committed to safe and healthy working conditions for all employees, individuals and institutions.

4. Clients and Consumers

NCTCB is dedicated to providing exclusive services which consistently offer value in terms of price and quality. Services will be accurately and properly identified, promoted and communicated.

5. Advisory Board

NCTCB will conduct its operations in accordance with internationally accepted principles of excellent business control. We will provide timely, regular and reliable information on our activities, structure, financial situation and performance to the advisory board.

6. Partners

NCTCB is committed to establishing mutually beneficial relations with our clients and partners. In our services dealings we expect our partners to adhere to services principles consistent with our own.

7. Community Involvement

NCTCB strives to be a trusted training center and, as an integral part of society, to fulfil our responsibilities to the societies and communities in which we operate.

8. Public Activities

NCTCB will promote and defend its legitimate business interests. NCTCB will co-operate with governments and other organizations, both directly and through bodies such as commercial registration department, in the development of proposed legislation and other regulations which may affect legitimate business interests. NCTCB neither supports political parties nor contributes to the funds of groups whose activities are calculated to promote party interests.

9. Innovation

In our scientific innovation to meet consumer needs we will respect the concerns of our clients and of society. We will work on the basis of sound science, applying rigorous standards of service quality.

10. Competition

NCTCB believes in robust yet fair competition and supports the development of appropriate competition laws. NCTCB and employees will conduct their functions in accordance with the principles of fair competition and all applicable regulations.

11. Conflicts of Interests

All employees and others working for NCTCB are expected to avoid personal activities and financial interests which could conflict with their responsibilities to the center. Employees must not seek gain for themselves or others through misuse of their positions.

12. Compliance – Monitoring – Reporting

The NCTCB Board of Advisors is responsible for ensuring these principles are applied throughout services and activities. The Director General is responsible for implementing these principles and is supported in this by the Legal Advisor.

Day-to-day responsibility is delegated to Deputy Director and the Executive Manger. They are responsible for implementing these principles. Assurance of compliance is given and monitored each year.

Compliance is subject to review by the Board of Advisors and the financial and accounting issues by the Audit Committee. Any gaps of the Code must be reported. The Board of NCTCB will not criticize management for any loss of business resulting from adherence to these principles and other mandatory policies. Provision has been made for employees to be able to report in confidence and no employee will suffer as a consequence of doing so.

The Code confirms everyone's responsibility to speak up and report suspected or actual breaches and outlines how such situations must be managed. Any failure to comply with the Code and any of the Code Policies is taken very seriously by NCTCB and may result in disciplinary action, including dismissal and legal action.

References in the Code and Code Policies to 'employees' include the following:

- Employees, whether full-time, part-time, fixed-term, permanent or trainees
- Contractors, temporary staff, secondees, work-experience placements
- Employees of joint ventures and approved third-party labor providers where NCTCB has direct management control.

13. Accurate Records, Reporting & Accounting

The financial reports and other information that NCTCB maintains internally and the financial information it provides to partners, regulators and other stakeholders must be accurate and complete.

Any failure to record transactions accurately or falsifying or creating misleading information or influencing others to do so, could constitute fraud and result in fines or penalties for employees or for NCTCB.

Employees must:

- Record all contracts accurately, completely and promptly;
- Ensure transactions they approve are legitimate and based on valid documentation;
- Co-operate fully, openly and honestly with internal/external auditors, tax authorities and other regulators;

Employees must not conceal, alter or falsify center records, accounts and documents.

14. Protecting NCTCB Physical & Financial Assets & Intellectual Property

Employees and clients are responsible for ensuring NCTCB physical assets/ property, financial assets and intellectual property are protected.

15. Respecting individuals and institutions

Individuals and institutions should be treated with dignity, honesty and fairness. NCTCB and its employees celebrate the diversity of people, and respect people for who they are and what they bring. NCTCB wants to foster working environments that are fair and safe, where rights are respected, and everyone can achieve their full potential.

16. Occupational Health & Safety

NCTCB is committed to providing healthy and safe working and training conditions. NCTCB complies with all applicable legislation and regulations and aims to continuously improve health and safety performance.

17. Respect, Dignity & Fair Treatment

NCTCB is committed to ensuring that all employees, clients and partners work in an environment that promotes diversity and where there is mutual trust, respect for equal opportunity, and no unlawful discrimination or victimization.

18. Protecting NCTC'S Information

Information is one of NCTCB'S most valuable business assets: NCTCB is committed to safeguarding and protecting our information and any other information entrusted to us.

Information within NCTCB is held in many different formats, including on paper, electronically in documents. Our requirements to protect information apply to all formats.

19. Competitors' Information & Intellectual Property

NCTCB respects the intellectual property and confidential information of third parties, including competitors, partners and customers. Confidential information is information about another body that is not in the public domain and has value.

20. Personal Data & Privacy

NCTCB respects the privacy of all individuals, partners and clients and the confidentiality of any personal data NCTCB holds about them.

21. Service Quality

NCTCB's reputation is founded on appreciating our clients and customers with consistently great service quality that meets or exceeds their needs and expectations. Our aim is to be the most trusted and preferred customer and consumer choice on every occasion.

22. External Communications, The Donors & Media

Communication with external communities – including shareholders, clients, partners and the media must be managed carefully. Such communication has important legal requirements and demands specialist skills and experience. Only individuals with specific authorization and training/briefing may communicate about NCTCB.